



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JAMES E. MCGREEVEY
Governor
Commander-in-Chief

☆
GLENN K. RIETH
Brigadier General
The Adjutant General

DEPARTMENTAL DIRECTIVE
NO. 300*

1 May 2004

DEPARTMENTAL PUBLICATIONS

1. **PURPOSE:** This directive prescribes the types of standard publications issued by the New Jersey Department of Military and Veterans Affairs (NJDMAVA).
2. **APPLICABILITY:** This directive is applicable to all directorates, facilities and activities in NJDMAVA.
3. **REFERENCES:** Title 38A, New Jersey Statutes Annotated, authorizes The Adjutant General (TAG) to issue publications governing the work and conduct of the employees of the NJDMAVA as may be necessary or desirable.
4. **OBJECTIVE:** To announce the policies and procedures utilized in the development and use of the publications.
5. **RESPONSIBILITY:**
 - a. The Director, Fiscal/Information and Administrative Services Division (F/IASD) has overall responsibility for departmental publications.
 - b. The Deputy Commander, Joint Force Headquarters (DC-JFHQ) has overall responsibility for publications pertaining to Army and Air National Guard activities.
 - (1) The Chief of Staff, Army (CoS), New Jersey Army National Guard (NJARNG), has overall responsibility for publications emanating from activities in the NJARNG.
 - (2) The Chief of Staff, Air/ESSO (CoS, Air/ESSO), New Jersey Air National Guard (NJANG) has overall responsibility for publications emanating from activities in the NJANG.
 - c. The Deputy Commissioner for Veterans Affairs (DCVA) has overall responsibility for publications emanating from the Veterans Affairs Directorates and Facilities.

****The Directive supersedes DD 300, 1 August 1997, with changes.***

STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
STATE COORDINATION SHEET

SEQUENCE	OFFICE	INITIALS	DATE	DATE	PREPARED BY
	TAG				
	DAG				
	DAG-HS			<u>SUBJECT</u>	
	DAG-GR				
	DAG-PAO				
	DCVA				
	DCVA-DVHS				
	DCVA-DVHS-M			<u>REMARKS</u>	
	DCVA-DVHS-P				
	DCVA-DVHS-V				
	DCVA-DVP				
	DCVA-DVP-VBB				
	DCVA-DVP-VSO				
	DCVA-DVP-VP				
	DCVA-DVS-VC				
	DCVA-DVS-VTH				
	DCVA-DVS-SAA				
	AC				
	AC-AAO				
	AC-D				
	AC-ER0				
	DC-JFHQ				
	CHALLENGE				
	F/IASD				
	HRD				
	ID				
	NGTC				
	NCTC-NGMM				
	FINAL COORDINATION (AS APPLICABLE)				
	F/IASD-ASB				

6. PROCEDURE:

a. Prior to being submitted for publication, documents will be reviewed for comment by each directorate and/or facility utilizing NJDMAVA Form 300-1A, State Coordination Sheet (Figure 1) and/or NJDMAVA Form 300-1B, Federal Coordination Sheet (Figure 2).

b. The office of the DCVA, DC-JFHQ, CoS-Army or CoS-Air/ESSO will forward the proposed document in hard copy to the Director, F/IASD, for review.

c. The office of F/IASD, Chief, Administrative Services Bureau (ASB) will do an administrative review to ensure complicity and completeness with directions and regulations and assign the document a coded number.

d. The reviewed document will be returned to the originating office for final corrections.

e. Upon completion of the recommended corrections, the document will be returned to the office of the F/IASD, Chief, ASB electronically for publication.

7. TYPES OF PUBLICATIONS:

a. The Adjutant General Policy Letters (TPL) are material of significant importance or special interest to the TAG. The TAG will sign the document. The applicability of the Policy Letter is determined by the distribution symbol or by specific addressee(s). The letters shall be effective until superseded, rescinded or re-promulgated by a subsequent TPL. (Note 1).

b. Administrative Law Review and Publication in the New Jersey Register. Under certain circumstances where a departmental publication may affect the public or a segment thereof, the Director, F/IASD may propose a publication to the Office of Administrative Law (OAL) for legal review.

c. Departmental Directives are the primary publication used in governing the activities of the Department. The directives contain policies, procedures and administrative instructions which are permanent in nature and which are promulgated and coordinated at the directorate level or above. (Note 2).



**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS-NEW JERSEY
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600**

FEDERAL COORDINATION SHEET

SEQUENCE	OFFICE	INITIALS	DATE	DATE:	PREPARED BY:
	TAG				
	DAG			SUBJECT:	
	DCVA				
	DC-JFHQ			REMARKS:	
	CoS-Air/ESSO				
	CoS-Army				
	TAG-CSM				
	TAG-IG				
	TAG-JA				
	TAG-CCWO				
	J1				
	G1				
	J2				
	J3				
	J4				
	J5/7				
	J6				
	J8				
	PAO				
	SAAO				
	SRAA				
	SURGEON				
	USPFO				
FINAL COORDINATION (AS APPLICABLE)					
	F/IASD-ASB				

d. Department General Orders contain information of general interest and are of a permanent or semi-permanent nature. (Note 4).

(1) Military Permanent Orders (NJARNG) and Special Orders G-series (NJANG) contain announcements such as establishment, designation, redesignation, activation, inactivation or discontinuance of Department awards or certain similar subjects, appointments or actions.

(2) Military Special and Travel Orders (NJARNG/NJANG) announce certain actions or travel affecting the status of individual(s) assigned or attached to the NJNG.

e. Departmental Staff Memorandums. This document contains policies, procedures and administrative instructions of a continuing nature that are applicable to the internal operation of the Department. Information contained in a memorandum is temporary and expires two years from date of issue. (Note 2).

f. Departmental Bulletins are utilized to provide short and narrative information of a general nature Department-wide on a timely basis. Information contained in a bulletin is temporary and expires two years from the date of issue. (Note 4).

(1) Joint Bulletins contain information related to events, actions or missions that pertain to both the New Jersey Army National Guard and the New Jersey Air National Guard. Joint Bulletins are numbered sequentially each calendar year. Information contained in a bulletin is temporary and expires two years from the date of issue.

(2) The office of the CoS-Army will publish all NJARNG bulletins.

(3) The office of the CoS-Air/ESSO will publish all NJANG bulletins.

i. Federal Technician Personnel Publications are written as manuals, regulations or pamphlets to manage technician personnel. (Note 5).

j. New Jersey Army and Air National Guard Publications are coordinated at the Federal Directorate level and are published as manuals, regulations or pamphlets to manage the activities of the NJNG (Note 5).

(1) Supplementals to regulations, circulars, and pamphlets shall be the primary method of amplifying guidance published by higher levels of military authority.

(2) Military Regulations are permanent in nature and are written to establish policies and procedures at the state level that contravene applicable federal policies.

(3) Specialized publications are Letters of Instruction (LOI) or Memorandums that evolve in certain directorates/offices. These documents contain specialized or technical procedures pertaining to NJDMAVA activities. Specialized documents shall be issued in the name of The Adjutant General and shall be authenticated by the senior manager having responsibility for the directorate/office. Specialized publications expire two years from the date of issue unless superseded or rescinded before the expiration.

NOTES:

1. Document is numbered by calendar year and sub-numbered numerically (e.g.: 04-1).
2. Document is numbered subjectively as indicated:

000 – General	400 – Supplies/Service
100 – Finance/Accounting	500 – Transportation
200 – Personnel	600 – Buildings/Grounds
230 – State Personnel	700 – Medical Hygiene
300 – Administration	
3. Document has Department-wide applicability and is published through the Director, F/IASD.
4. Document is numbered sequentially by calendar year.
5. Document is numbered using the related Federal numbering system.

k. Periodicals:

(1) GUARDLIFE is a bimonthly periodical concerned with recruiting, retention and the avenue of providing the highlights of the achievements of NJARNG/NJANG personnel. The NJNG Public Affairs Task Force publishes this document.

(2) THE MINUTEMAN INFORMER is a quarterly periodical written and distributed by the Federal Human Relations Office as an avenue to provide information to the Federal Technician Force.

l. Vacancy Announcements are written and published by the Federal Military Personnel Directorate (J1) and the State Human Resources Division (HRD) to provide information and eligibility criteria on vacant positions. Each announcement identifies the location, describes the position and the criteria, which is required to fill the vacancy. Three types of vacancy announcements are published:

(1) The Federal Technician Vacancy Announcement advises of competitive and non-competitive vacancies in the Federal Technician System.

(2) The Federal Active Duty Guard/Reserve (AGR) Announcement advises of active military positions in support of the NJARNG/NJANG.

(3) The State Employee Vacancy/Promotional Announcement advises of state employee vacancies and promotional vacancies.

8. FORMAT: Information presented should be in clear, plain language. A concise writing style ensures the material will be interpreted as intended by the writer. Repetition of other directives must be avoided.

a. Departmental Directives, Departmental Staff Memorandums, NJARNG/NJANG Regulations and Specialized Publications shall be organized as follows:

(1) Letterhead.

(2) The Codification/Date of Publication. On the first page, the type of the publication will be on one line in the upper left corner beginning with the left margin and the date will be in the upper right corner ending with the right margin. The number will be on the second line the upper left corner immediately under the type of publication. On succeeding pages, the abbreviated type and number will be placed in the upper outside margin (book style), and the date will be placed on the same line at the upper inside margin.

(3) The publication's title (one subject) appears centered two lines below the codification and date of the publication.

(4) When the publication has an effective date later than the date of publication, it will be expressed two spaces below the subject.

(5) In general, publications should be arranged as indicated below:

(a) Purpose. The first paragraph states the general purpose or objective in not more than three lines.

(b) Applicability. The second paragraph indicates to what elements and individuals the publication applies.

(c) References. The third paragraph provides a list of required references (if there are ten references or more, this paragraph will refer to an appendix). In referencing a military publication, the date of the publication shall also be provided.

(d) Definitions. The fourth paragraph gives definitions of terms used where special explanations must be given (if there are ten or more definitions, this paragraph will refer to an appendix). Sometimes words, acronyms or technical phrases used in a work function need to be explained for understanding.

(e) Objective. The fifth paragraph briefly states the rationale concerning the subject or procedures so the reader is better informed to carry out the task.

(f) Responsibilities. The sixth paragraph assigns or enumerates responsibilities (if there are ten or more responsibilities in this paragraph, refer to an appendix) assigned to functions, activities or individuals involved in the procedure.

(g) Procedures. The seventh and subsequent paragraphs describe the details and procedures for carrying out the desired actions for a particular subject or function (e.g.: a how-to description). These are presented in a chronological or other logical sequence. Dates/times for accomplishing an action or actions are definitely and conspicuously stated. Examples, samples, illustrations, tabular material, and pictures may be included in the text as fixtures to help explain the text or reduce lengthy narrative explanations.

(h) Appendix. Any material, which further explains or supplements the subject covered in the body of the publication may be included as an Appendix. Caution should be used in the use of “copyrighted” material so it is not used without the express consent of the author or publisher.

(i) A Table of Contents and Chapters shall be used when the text exceeds twenty pages.

(j) Samples of forms, graphs, examples, etc. shall be included as figures on the page nearest the paragraph that describes their use. Figures will be numbered as Figure 1, 2, 3, etc.; or 1-1, 1-2, etc. if within chapters.

(k) Page numbering. The first page of a publication is not numbered. Subsequent pages shall be numbered at the outer lower margins two spaces below the text. When a Table of Contents is used, pages shall be numbered using the lower case roman numerals (e.g.: i, ii, iii, iv, etc.). Where Chapters are included in the text, two-part Arabic numerals, the first part representing the Chapter, the second part representing the sequence within the Chapter, shall be used to identify paragraph numbers (e.g.: 1-1, 1-2, 2-1, 2-2, etc.)

(l) Authentication Page. The authentication page is the last page of the text and contains the authority or command line, signature blocks, official and distribution sections. The command line and official sections are omitted when the publication is signed by The Adjutant General.

- b. Departmental Bulletins will generally follow a composed correspondence format.
- c. NJARNG/NJANG Supplements shall follow the format described by Army Regulation (AR) 310-3 and Air Force Instructions (AFI) 37-160 Volume I.
- d. NJARNG/NJANG Regulations shall follow the format prescribed in paragraph 8.a. above.
- e. NJARNG Specialized Publications shall use the format prescribed in paragraph 8.a. above.

9. CHANGES: Changes shall be issued only as formal printed changes to the basic publication.

10. AUTHENTICATION:

a. Directives, General and Special Orders shall be issued in the name of The Adjutant General (command line) and authenticated by signature or seal by the Director, Fiscal, Information and Administrative Services Division.

b. NJARNG Regulations and Specialized Publications shall be issued in the name of The Adjutant General (command line) and signed by the Chief of Staff, Army.

c. NJANG Regulations shall be issued in the name of The Adjutant General (command line) and signed by the Chief of Staff, Air/ESSO.

d. The use of The Adjutant General's seal/signature block in electronic format, to produce military permanent orders and/or military special and travel orders will be based on the following:

(1) Each Army Staff section that requires the use of The Adjutant General's seal/signature block will request approval from the Chief of Staff, Army by individual.

(2) The use of the electronic seal will be controlled by assigning a password to allow access and use by that individual.

11. DISTRIBUTION:

a. All publications shall include a standard distribution symbol or combination of symbols as indicated in Figure 3.

b. Distribution of publications below a battalion/group level shall be accomplished through the battalion/group concerned. Unless otherwise indicated, one copy per echelon is included in the distribution symbol.

NJDMAVA DISTRIBUTION / SYMBOLS

<u>SYMBOLS</u>	<u>COPIES</u>	<u>DISTRIBUTION LEVEL</u>
A	17	Executive Offices and file copies (used with all distributions)
A1	16	State Central Staff
A2	26	JFHQ-NJ
B	21	57 th Trp Cmd, 42d DISCOM, 50 th Bde, 42d Div and Major ARNG Commands
C	113	ARNG Battalions, Squadron, Troop, Company, Battery and Detachments
D	37	HQ NJANG, HQ 108 th ARW, HQ 177 th FW
E	33	Chief Armorers
F	21	Cemetery, VSOs, Veterans Homes (Menlo Park, Paramus & Vineland), Veterans Haven
S		SPECIAL (includes copies to designated staff or proponent, or to entities not covered by the Standard Distribution Symbols)

Figure 3

12. DUPLICATING:

a. The office of the DC-JFHQ, CoS-Army, CoS-Air/ESSO, and all J staff will forward a DD Form 844 (Requisition for Local Duplicating Service) (Figure 4) for publication and distribution to J6-IMB. J6-IMB shall forward Form 844 to F/IASD-ASB when state-printing support is required.

b. DMAVA Executive offices and Departmental divisions shall forward a New Jersey Form PB-99 (Request for Internal Printing) (Figure 5) for publication and distribution to F/IASD-ASB.

(1) Quantities of 20 or less copies consisting of 15 pages or less shall be reproduced by means of an office copier.

(2) Quantities of 20 to 50 copies consisting of 20 pages or less shall be forwarded to F/IASD-ASB for reproduction on a high volume photocopier.

(3) Quantities of 50 or more copies, regardless of the number of pages, shall be forwarded to F/IASD-ASB for determination of printing by DMAVA-F/IASD-ASB, the General Services Administration, or commercial vendor.

13. PUBLICATION FILES:

a. After proper annotation, staff shall maintain publications by type of publication. All publications shall be posted to the appropriate federal and state public folders and to the Department website.

b. Departmental Publications:

(1) Staff shall file Directives, General Orders, Staff Memorandums and Bulletins numerically. Post changes to the basic publication. Staff shall remove superseded, rescinded or expired publications from files upon receipt of official notification.

(2) Vacancy Announcements shall be posted on the main bulletin boards at each facility or installation and on the Department website until the date of close or expiration.

(3) Maintain Technician Personnel Publications in accordance with the governing publication issued by J1 (Military Personnel) or NGB.

(4) Maintain and file NJARNGR and NJANGR Supplements and Regulations in the manner prescribed for military publications.

(5) File bulletins numerically by year until the expiration date.

(6) Military Orders – Permanent, Special or Travel – shall be maintained and filed under the criteria established in appropriate military service regulations.

REQUISITION FOR LOCAL DUPLICATING SERVICE			1. DATE OF REQUEST	2. DATE REQUIRED	3. JOB NUMBER
PART A - REQUEST					
4. REQUESTING OFFICE			5. DELIVERY INSTRUCTIONS		
a. ORGANIZATION	b. BUILDING	c. ROOM NO.	a. DELIVER TO		
d. FOR REFERENCE CONSULT: (1) Name		(2) Telephone Number	b. PERSON TO CALL IF TO BE PICKED UP (1) Name		(2) Telephone Number
6. DESCRIPTION OF JOB		a. APPROPRIATION CHARGEABLE			
b. TITLE, FORM NO., ETC.		c. CLASSIFICATION <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Other (Specify)		d. NO. OF ORIGINALS	e. NO. OF COPIES EACH
					f. DISPOSITION OF ORIGINALS <input type="checkbox"/> Return <input type="checkbox"/> Destroy
7. SPECIFICATIONS (X and complete all that apply)					
a. TYPE REPRODUCTION <input type="checkbox"/> Xerographic <input type="checkbox"/> Offset <input type="checkbox"/> Other (Specify)		b. PRINT <input type="checkbox"/> One Side <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot <input type="checkbox"/> Other (Specify)		c. FINISHED SIZE <input type="checkbox"/> 8-1/2 X 11 <input type="checkbox"/> Other (Specify)	d. PAPER <input type="checkbox"/> White <input type="checkbox"/> Other (Specify)
e. INK <input type="checkbox"/> Black <input type="checkbox"/> Other (Specify)		f. COLLATE <input type="checkbox"/> Yes <input type="checkbox"/> No			
g. STAPLE <input type="checkbox"/> Yes <input type="checkbox"/> No		h. ADDITIONAL SPECIFICATIONS (Including distribution, punching, padding, location of staples, etc.)			
8. REQUESTER CERTIFICATION. I certify that this work is authorized by regulations and is necessary to the conduct of official business.					
a. PRINTED NAME OF REQUESTER		b. SIGNATURE OF REQUESTER		c. SIGNATURE OF PRINTING CONTROL OFFICIAL	
PART B - APPROVAL (For reproduction unit use only)					
9. DATE RECEIVED	10. PRIORITY	11. OPERATOR	12. DATE COMPLETED	13. NO. OF COPIES REPRODUCED	14. DATE RECEIVED BY REQUESTER
					15. JOB RECEIVED BY
					16. DATE REQUESTER NOTIFIED JOB IS COMPLETE

DD Form 844, FEB 89
224/012Consolidates DD Form 283 and DD Form 844,
which may be used until supply is exhausted.

U.S. GPO : 1992 O - 322-840

Figure 4

Deliver to:

(Trenton Only) Name		Address		Bldg.	Floor	Room No.				
PB-99 (4/93) STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY GSA CENTRAL SERVICES PRINT SHOP			REQUISITION FOR INTERNAL PRINTING							
			DATE NEEDED		ORDERED BY:		ORDER NO.			
USING AGENCY		ACCOUNT NUMBER		Phone:		CONTROL NUMBER				
				Fax:						
QUANTITY		<input type="checkbox"/> FLAT FORM NO. SHEETS _____ <input type="checkbox"/> BOOKLET NO. PAGES _____		DATE REC. — PRINT SHOP		USING AGENCY				
TITLE OR DESCRIPTION			FORM NO.		SPECIAL INSTRUCTIONS					
SPECIFICATIONS				PREPARATION, PRESS AND FINISH						
PAPER WEIGHT <input type="checkbox"/> 20LB. <input type="checkbox"/> 24LB. <input type="checkbox"/> 60LB. <input type="checkbox"/> OTHER _____ COLOR _____ QUALITY <input type="checkbox"/> BOND <input type="checkbox"/> COVER STOCK <input type="checkbox"/> RAG BOND <input type="checkbox"/> INDEX <input type="checkbox"/> LEDGER <input type="checkbox"/> OFFSET <input type="checkbox"/> NCR <input type="checkbox"/> HIGH SPEED <input type="checkbox"/> OTHER <input type="checkbox"/> RECYCLED INK <input type="checkbox"/> BLUE <input type="checkbox"/> BLACK <input type="checkbox"/> _____ IMPS. _____ DATE COMP. _____				FINISHED FORM SIZE <input type="checkbox"/> 4 1/4 x 5 1/2 <input type="checkbox"/> 8 1/2 x 13 <input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> OTHER _____ TYPE OF PLATE <input type="checkbox"/> METAL <input type="checkbox"/> NEW <input type="checkbox"/> PHOTO <input type="checkbox"/> REVISED <input type="checkbox"/> COPIER <input type="checkbox"/> RERUN			<input type="checkbox"/> ONE SIDE <input type="checkbox"/> COLLATE <input type="checkbox"/> RING BINDERS <input type="checkbox"/> TWO SIDES <input type="checkbox"/> STAPLE <input type="checkbox"/> NUMBER <input type="checkbox"/> TYPESET <input type="checkbox"/> PAD <input type="checkbox"/> DIE CUT <input type="checkbox"/> CUT <input type="checkbox"/> PUNCH <input type="checkbox"/> WRAP <input type="checkbox"/> FOLD <input type="checkbox"/> PERFORATE <input type="checkbox"/> BOX <input type="checkbox"/> ADHESIVE <input type="checkbox"/> LAMINATE <input type="checkbox"/> OTHER			
				APPROVAL OFFICER — USING AGENCY		DATE				
INSTRUCTIONS TO USER: A. This form must be completed on all requests for Internal Printing. B. Detach last copy for your record. C. Forward 4 copies, with sample, to Approval Officer. (Please do not staple sample to Order Form.)						For Use By Printing Control Section <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> APPROVED</td> <td style="width: 50%; text-align: center;">BY _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> DISAPPROVED</td> <td></td> </tr> </table>	<input type="checkbox"/> APPROVED	BY _____	<input type="checkbox"/> DISAPPROVED	
<input type="checkbox"/> APPROVED	BY _____									
<input type="checkbox"/> DISAPPROVED										
NOTE: Before any manuscript is prepared for printing, a summary of the proposed manuscript or its contents, the type of printing required, that is, multi-color, binding, etc., the distribution, the cost and other pertinent information must be submitted to the Press Secretary, Office of the Governor. Approval by the originating department must be obtained before the planned manuscript is submitted to the Press Secretary's office. Approved requests must be submitted to the Purchase Bureau with a requisition for printing.										
FOR PRINTING SECTION USE ONLY										
MACHINE CODE _____			EMPLOYEE CODE _____							
DATE	FRONTS	BACKS	REMARKS		APPROVED BY	OPERATOR				
ESTIMATE \$ _____			COPIERS/F.R.		OUTSIDE COSTS	NEGS PLATES				
SIZE	REAMS	HRS. LABOR MIN.		PAPER	IN TYPESETTING OUT					
PREPARATION				PRINTING TIME		BINDING				
	AMT.	SIZE	TIME	INITIAL	START	END	DATE INITIALS TIME			
COMP.										
LAYOUT										
NEGS										
M PLATES										
P PLATES										

Figure 5

14. INDEXES:

- a. DMAVA F/IASD shall publish numerical indexes at the beginning of each calendar year for TAG Policy Letters, Departmental Directives and Departmental Staff Memorandums.
- b. DMAVA F/IASD shall publish numerical indexes at the beginning of each calendar year for NJARNG and NJANG Regulations and Supplements.
- c. The proponent division or J staff shall publish indexes for Departmental specialized publications at the beginning of each calendar year.

15. FORMS:

- a. Departmental Directives and NJARNG/NJANG Regulations promulgate Departmental forms. F/IASD-ASB shall review these forms for applicability. This requirement excludes form letters.
- b. DMAVA entities shall submit a formal request for NJDMAVA/NJARNG/NJANG publications and forms to F/IASD-ASB.

16. REVIEWS: F/IASD-ASB and the respective proponent shall review all Departmental standard and specialized publications, which have been in existence for three years, using NJDMAVA Form 300-6, Request for Review of Publication/Forms (Figure 6), in August of each year for concurrence, revision or rescission.

REQUEST FOR REVIEW OF PUBLICATION AND / OR FORM (S) - WORKSHEET				
I. Complete and forward to F/IASD-ASB				
TO: <i>(Office Symbol)</i>	FROM: <i>(Office Symbol)</i>	DATE OF REQUEST	SUSPENSE DATE	
<p>Each Proponent must keep its publications and forms current and promptly rescind those that are not needed. Please make a thorough review of the items in item 1. below. If it is a publication, also review all of the forms it prescribes. Ensure that the publication and/or form(s) is: essential to the efficient administration and operation of the New Jersey National Guard, in good taste, current and accurate, consistent with existing laws and National, Department of Defense, and Army and Air National Guard policies. Look for: evidence of time-consuming procedures, inaccurate references, inadequate instructions in related messages and other communications. Eliminate or modify the form's obsolescence, rescission, revision or change, as appropriate. Respond by completing Section II of this form</p>				
1. PUBLICATION OR FORM NO.		2. TITLE		3. DATE
4. Type of Review <i>(check applicable box)</i>		5. PRESCRIBING DIRECTIVE <i>(if form is being reviewed)</i>		
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> SPECIAL <small>(See item 6)</small>	<input type="checkbox"/> REPRINT		
6. ADDITIONAL INSTRUCTIONS				
7. QUESTIONS CONCERNING THIS REVIEW SHOULD BE DIRECTED TO <i>(Name and Phone No.)</i>			8. SIGNATURE	
II. (OPR: Complete and return to F/IASD-ASB. If review involves a publication that prescribes forms, return 2 copies of this review.)				
TO: <i>(Office Symbol)</i>		FROM: <i>(Office Symbol, Name and Phone No. of Project Officer)</i>		
9. STATUS OF PUBLICATION <i>(Check applicable boxes)</i>		10. STATUS OF FORM(S) <i>(List and code A, B, C, etc., separately)</i>		
If this is an annual publication review, list each of its prescribed forms and code their status in item 10.		A - Current and Essential B - Under revision (complete Item 12 and submit DA Form 1167 or AF Form 1141 and submit to F/IASD-ASB Forms Mgr) C - Obsolete <i>(If form is prescribed, state in "Remarks" how the publication will be changed.)</i> D - Current with new prescribing publications which is shown after form number. E - Obsolete <i>(If replaced by new form, show new form number)</i> F - Regular reprint authorized. G - Limited reprint for _____ months stock authorized.		
<input type="checkbox"/> A. Current and essential				
<input type="checkbox"/> B. Requires revision (Complete item 11)				
<input type="checkbox"/> C. Requires change (Complete item 11)				
<input type="checkbox"/> D. Regular reprint authorized.				
<input type="checkbox"/> E. Limited reprint for _____ months stock authorized.				
<input type="checkbox"/> F. Unnecessary and can be rescinded - action has been coordinated with affected staff offices.				
11. DATE DRAFT OF REVISION OR CHANGE WILL BE SUBMITTED				
1 NOTE: Each form prescribed in a rescinded publication is automatically obsolete unless a requirement for its continued use is contained in another publication. If the publication is to be rescinded, list under "Remarks" each form prescribed and whether it should be obsolete or prescribed for continued use by another publication.		12. DATE REVISION OF FORM WILL BE SUBMITTED		
REMARKS				
DATE	TYPE NAME AND TITLE OF APPROVING AUTHORITY		SIGNATURE	

NJDMAVA FORM 300-2 dated 1 May 2004

Figure 6

The proponent of this Directive is the Fiscal/Information and Administrative Services Division -Administrative Services Bureau (F/IASD-ASB). Users shall submit comments and suggested improvements directly to NJDMAVA, ATTN: F/IASD-ASB, P.O. Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

WAYNE R. HUNT, SR.
LTC, NJARNG
Chief Fiscal and Information Officer
Director, F/IASD

DISTRIBUTION: A, 1, A2, B, C, D, E, F